## **FORTNIGHTLY REPORT SHEET**

WEEK COMMENCING:		_ ROUTE: S	(COMPANY NAME)	
MONDAY	Depart as scheduled to collect first pass  Arrival at school am: _  Depart school am: _	ssenger / arrive at school on tim pm: pm:	* If NO, briefly explain whee? am: YES / NO  pm: YES / NO	
TUESDAY	Depart as scheduled to collect first pass  Arrival at school am: _  Depart school am: _	ssenger / arrive at school on tim pm: pm:	* If NO, briefly explain whee? am: YES / NO  pm: YES / NO	
WEDNESDAY	Depart as scheduled to collect first pas	ssenger / arrive at school on tim pm: pm:		
THURSDAY	Depart as scheduled to collect first pass  Arrival at school am: _  Depart school am: _  Issues / Absences (+ brief details): _	ssenger / arrive at school on tim pm: pm:	* If NO, briefly explain whee? am: YES / NO  pm: YES / NO	
FRIDAY	Depart as scheduled to collect first pass  Arrival at school am: _  Depart school am: _	ssenger / arrive at school on tim pm: pm:	* If NO, briefly explain whee? am: YES / NO  pm: YES / NO	

Examples of what to record: Issues = contractor/driver concerns, lateness of contractor or passengers (eg. always waiting either end of day, include times), significant difficulties/concerns with a passenger(s) – please give explanations (if on-going or serious, complete a separate report form.

Absences = name + reason (use these codes – 1= office advised, 2 = informed on arrival at pick up, 3 = no answer at home, 4 = waited 5+ mins past scheduled arrival time – no show, 5 = parent/carer took in, 6 = other and explain.

## **FORTNIGHTLY REPORT SHEET**

WE	EK COMMENCING:	ROUTE:	SUPPLIER: _	(COMPANY NAME)	
MONDAY	Depart as scheduled to colle Arrival at school Depart school	Name of Attendant:  ct first passenger / arrive at school am: pm: am: pm:	on time? am: <b>YE</b> pm: <b>YI</b>	* If NO, briefly explanation  ES / NO  ES / NO	
TUESDAY	Depart as scheduled to colle Arrival at school Depart school	Name of Attendant:  ct first passenger / arrive at school am: pm: am: pm:	on time? am: <b>YE</b> pm: <b>YI</b>	* If NO, briefly expl ES / NO ES / NO	ain why:
WEDNESDAY	Depart as scheduled to collected Arrival at school  Depart school	Name of Attendant:  ct first passenger / arrive at school  am: pm:  am: pm:	on time? am: YE pm: YI	* If NO, briefly expl ES / NO ES / NO	
THURSDAY	Depart as scheduled to colle Arrival at school Depart school	Name of Attendant:  ct first passenger / arrive at school am: pm: am: pm:	on time? am: YE pm: YI	* If NO, briefly expl ES / NO ES / NO	ain why:
FRIDAY	Arrival at school Depart school Issues / Absences (+ brief	Name of Attendant:  ct first passenger / arrive at school  am: pm:  am: pm:  details):	on time? am: <b>YE</b> pm: <b>YI</b>	ES / NO	ain why:

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